



HUDSON TAYLOR UNIVERSITY

Annual Safety and Security Report

2023–2024

2855 Rolling Pin Lane Suwanee, GA 30024

770-831-8882

www.hudson-taylor-university.org

Approved by the Board of Directors May 2023

WELCOME FROM THE PRESIDENT

Dear HTU Community:

I am pleased to present the 2022 Annual Security and Fire Safety Report, which provides data and statistics related to security and fire safety during the three previous calendar years (2019–2021) for Hudson Taylor University. This report complies with the Jeanne Clery Disclosure of Campus Policy and Campus Crime Statistics Act. It serves as part of our on-going effort to inform the campus community about safety programs and services available, as well as the steps each of us can take to maintain the safety and security of our campus. This report has been prepared by the Student Services department in conjunction with Office of the President. The safety and well-being of our students, faculty, staff, and visitors is of utmost importance. Hudson Taylor University works diligently to reduce the risk of crime and other safety issues. Safety and security are a shared responsibility, and we expect all current and prospective campus community members to contribute to the safety and security of our campus. The best protections against campus crime are an aware, informed, alert campus community and a commitment to reporting suspicious activities and using common sense when conducting daily activities. If you have any questions or suggestions concerning this publication, please contact the school at (770) 831-8882.

Sincerely,



David J. Brewer, PhD
President
Hudson Taylor University

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I. INTRODUCTION TO HUDSON TAYLOR UNIVERSITY

MISSION STATEMENT

Hudson Taylor University shall strive to glorify and love God in all its endeavors. As an institution of biblical higher education, it shall educate its students to serve Christ and fellow humankind toward the establishment of God's Kingdom. It shall equip those called to His service with the most relevant, culturally diverse, and up-to-date scholarship in biblical and mission studies. Hudson Taylor University shall foster the development of leaders who will bring the Gospel to the far corners of the world.

INSTITUTIONAL GOALS

1. To produce selfless leaders with missional focus who will dedicate their careers and lives to further our Lord's Great Commission.
2. To educate students who exhibit the theological competence and biblical understanding needed in a variety of contexts, whether ministerial or further graduate studies.
3. To provide a learning environment that is multilingual and culturally diverse.
4. To network, partner with and engage churches, citizens, and institutions, local and global.
5. To be an efficiently managed and financially ethical institution.

ETHICAL STANDARDS

Hudson Taylor University shall always strive to glorify and love God in all its endeavors. In furtherance of our stated Mission and Institutional Goals, the Board of Directors of Hudson Taylor University has resolved to adopt the following Ethical Standards which shall be applicable and adhered to by all member of the University including all full and part-time employees, faculty, officers, administrators, and the Board of Directors.

Standard 1. Honesty

Hudson Taylor University recognizes that God is the ultimate judge of our intentions and actions. Worldly reputation and temporal recognition are mere derivatives of our earnest prayer to be judged by God with mercy and love. Therefore, as members of the University, we shall always be honest in our intentions and actions toward ourselves, students, and all those with whom we communicate. All records and data shall be created and maintained honestly and with the highest level of integrity and competence by the University.

Standard 2. Mercy

Hudson Taylor University recognizes that we are all sinners whose lives are redeemed solely by God's Mercy and Christ's blood. Members of the University shall always look toward themselves

and those around them with merciful demeanor and be spiritually prepared to forgive others as God has forgiven them.

Standard 3. Financial Responsibility and Transparency

Hudson Taylor University recognizes that material and financial resources are given to us by God's Providence and Grace. Therefore, every member of the University shall always be transparent in handling matters of finance and in the use of university resources.

Standard 4. Avoidance of Conflict of Interest

Hudson Taylor University recognizes that our entire endeavor should lead solely to further building of His kingdom on Earth. Personal profit and individual gain must be avoided in all affairs of the University. All potential conflicts of interest and all issues that may violate this Standard must be fully disclosed to the Board of Directors. The Board must apply the strictest interpretation of the applicable State and Federal law in deciding matters involving conflict of interest.

Standard 5. Compliance with the Law

Hudson Taylor University recognizes that adherence to the above Standards should lead to full compliance with all Federal, State, and local laws regarding the governance, operation and financial filing requirements promulgated by the government. Nonetheless, the University shall strive to continually update its knowledge of the law and maintain the highest level of compliance with the law.

Standard 6. Violation of Ethical Standards

Hudson Taylor University recognizes that we must be ever vigilant regarding violations of the Ethical Standards set above. All violations must be reported to the office of the President initially as a confidential communication and then reviewed and investigated by the Institutional/Legal Compliance Committee. All final adjudication on the violation shall be made by the Board of Directors upon recommendation by the Chair of the Institutional/Legal Compliance Committee.

TENETS OF FAITH

HTU subscribes to the Tenets of Faith mandated by the Association for Biblical Higher Education (ABHE):

1. We believe that there is one God, eternally existing in three persons: Father, Son, and Holy Spirit.
2. We believe the Bible to be the inspired, the only infallible, authoritative Word of God.

3. We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious atonement through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal and visible return in power and glory.
4. We believe that man was created in the image of God, that he was tempted by Satan and fell, and that, because of the exceeding sinfulness of human nature, regeneration by the Holy Spirit is absolutely necessary for salvation.
5. We believe in the present ministry of the Holy Spirit by Whose indwelling the Christian is enabled to live a godly life, and by Whom the church is empowered to carry out Christ's great commission.
6. We believe in the bodily resurrection of both the saved and the lost; those who are saved unto the resurrection of life and those who are lost unto the resurrection of damnation.

STATEMENT OF NON-DISCRIMINATION

Hudson Taylor University does not discriminate against anyone on the basis of race, color, sex, age, disability, or national or ethnic origin in administration of its educational policies, admissions policies, scholarship programs, employment procedures, or any other school- administered program. Hudson Taylor University is a Christ-centered and Bible-based educational community, and as such, in the furtherance of its stated Mission and Institutional Goals; and in order to maintain adherence to its Biblical Foundations Statement and Ethical Standards, requires applicants to be personally committed in faith to Jesus Christ.

REASONABLE ACCOMMODATION POLICY

As part of its policy of nondiscrimination, and in accordance with Sections 503 and 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, Hudson Taylor University will make reasonable accommodations to ensure equal opportunity and access for qualified students to applicable programs, services, activities, and facilities. After acceptance and prior to entering classes, a student with a disability must submit written requests for modifications or auxiliary aids to HTU Administration. Documentation of a disability may be required in order to receive the appropriate modifications. Service animals are permitted on the HTU campus if the appropriate documentation has been filed. Students with documented disabilities may use the marked parking spaces in the visitor parking lot.

Hudson Taylor University cannot make substantial adjustments in existing programs beyond those necessary to eliminate discrimination against otherwise qualified students, and will not modify existing programs to the extent that it places an undue financial or administrative burden on the University. Hudson Taylor University assumes no responsibility for personal care

attendants, health-care providers, personal devices, individually prescribed devices, and readers for personal use or study, or private tutors.

FAIR BUSINESS PRACTICE AND TRUTH IN ADVERTISING STANDARDS

Hudson Taylor University follows business practice and advertising standards that enhance the school's credibility and integrity. Section 5(a) of the Federal Trade Commission Act 15 USC §45 prohibits "unfair or deceptive acts of commerce." This includes deceptive or misleading advertising. Hudson Taylor University therefore pledges not to engage in such advertising. All HTU advertising is vetted to ensure its accuracy and veracity. This policy applies to online, broadcast, and print advertising.

HISTORY & INSPIRATIONAL ORIGINS

Hudson Taylor University was founded in 2013, inspired by its namesake and the preeminent missionary to China, James Hudson Taylor. Hudson Taylor was born in 1832, and in 1853 he took his first trip to China. He founded the China Inland Mission in England, responsible for training more than 800 missionaries and for the establishment of 125 schools in China. His mission was ground-breaking in its embrace of all Protestant denominations and worthy of emulation in its respect of Chinese culture and customs Hudson Taylor was adamant that his missionaries should "fit in" as much as possible – while in China, he always wore Chinese clothes and spoke the language of the people. Hudson Taylor University is a faithful manifestation of God's calling to bring the Gospel of Christ to the ends of the earth (Acts 1:8). We are profoundly inspired by Hudson Taylor's lifelong dedication to missions in China and by his cultural sensitivity. We therefore seek to educate those who are called to carry on the missional work inaugurated by him wherever they are called to serve.

Almost contemporaneously with the creation of Hudson Taylor University, Hudson Taylor Ministries was founded as its chapel, a vehicle of its missional work, a center for ministerial development of its faculty and students, and the ecumenical arm of the University. Hudson Taylor Ministries changed its name to Hudson Taylor Mission Church in 2018. It holds worship services for University students and faculty and also serves the community as a local church.

Hudson Taylor University is a 501(c)(3) not-for-profit corporation.

LOCATION

Hudson Taylor University's campus is located at 2855 Rolling Pin Lane Suwanee, GA 30024. Located on Interstate 85, the city of Suwanee is convenient to the North Georgia mountains, Lake Lanier, and Atlanta's cultural amenities. Suwanee is 50 minutes north of Hartsfield-Jackson International Airport. Suwanee has both big-city vibrancy and a small-town feel. It is considered one of the most desirable places

to live in the Atlanta region and has been named by several national publications (Money, Family Circle, Kiplinger.com) as one of the best places to live and raise families. The city is located in Gwinnett County, whose school system is widely regarded as the best in the state. The district has twice won the National Board Prize, which rewards districts that improve achievement levels of disadvantaged students. Suwanee students are among the best of the best, as evidenced by high test scores and other school achievements

FACILITIES

The campus is housed in a two-building complex. The main building is 50,000 square feet, and it houses the auditorium, seminar/event space, music recital room, IT/computer lab, art studio, dance studio, library, and classrooms of varying sizes. The buildings are located on an 8.3- acre parcel of land, which provides the school with approximately 300 parking spaces and a large field with grass and trees.

The University building has only one point of entry, which is kept secure at all times. The entry door is closed 24 hours a day, save for when class is in session. During all other times, students, faculty, staff, and visitors are required to check in by calling the front office. Security cameras are emplaced in all public areas and classrooms, which record all activity 24/7, and are equipped with infrared capability for recording in the dark. HTU reserves the right to use these cameras in the investigation of any incident on campus, and will provide recordings to relevant authorities when necessary.

AUTHORIZATION

Hudson Taylor University is authorized to operate in the state of Georgia by the Georgia Nonpublic Postsecondary Education Commission (GNPEC). HTU has been authorized by GNPEC since August 21, 2014.

Hudson Taylor University is a candidate member of the Association for Biblical Higher Education (ABHE) and is pursuing candidacy for full accreditation status.

Hudson Taylor University is authorized under federal law to enroll nonimmigrant alien students by issuing Form I-20, with which students may apply for an F-1 Nonimmigrant Student visa.

II. Purpose

The purpose of this report is to provide students, faculty, staff, and any other concerned affiliates of Hudson Taylor University with crime, fire, and safety statistics as well as policies and procedures that will help ensure the safety and security of our campus. This report is prepared, published, and distributed in accordance with the requirements of the Campus Security Act of 1990, the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998, the Higher Education Amendments of 1998, the Higher Education Opportunity Act of 2008, the 2013 reauthorization of the Violence Against Women Act, including the Campus Sexual Violence Elimination Act (Campus SaVE), which amends the Clery Act, and all implementing regulations issued by the U.S. Department of Education (34 CFR §668.46; hereinafter collectively the “Regulations”).

THE CLERY ACT

The Jeanne Clery Disclosure of Campus Security and Policy and Campus Statistics Act, informally called “the Clery Act”, and formerly known as the Crime Awareness and Campus Security Act, is the landmark federal student financial aid program to disclose information about crime on their campuses and in the surrounding communities. The Clery Act affects virtually all public and private IHEs and is enforced by the US Department of Education. Campuses that fail to comply with the Act can be penalized with large fines and may be suspended from participating in the federal financial aid program.

The Clery Act was signed in 1990 and is named in memory of 19-year-old Jeanne Clery, who was raped and murdered in her college dorm in 1986. Jeanne’s parents, Connie and Howard, discovered that students hadn’t been told about 38 violent crimes on the campus in the three years before her murder. They joined with other campus crime victims and persuaded Congress to enact this law. The law was amended in 1992 to add a requirement that schools afford the victims of campus sexual assault certain basic rights, and was amended again in 1998 to expand the reporting requirements.

Additional Amendments were made to the Clery (Violence Against Women Reauthorization Act (VAWA)/Campus SaVE Act) in 2014 which imposed additional requirements on IHEs.

COMPLIANCE WITH THE CLERY ACT

The Clery Act requires institutions to provide timely warnings of crimes that represent a threat to the safety of students or employees and to make their campus security policies available to the public. The Act also requires the annual collection, reporting, and dissemination of crime data to everyone on campus and to the US Department of Education. When the Higher Education

Opportunity Act (HEOA) was signed into law in 2008, it amended the Clery Act by adding a number of safety and security related requirements to the Higher Education Act of 1965. To be in full compliance with the law, HTU is required to complete the following:

- Collect, classify, and count crime reports and statistics
- Issue campus alerts and warning notices
- Publish an Annual Security Report by October 1 each year
- Disclose missing student notification procedures, when applicable
- Submit crime and fire statistics to the Department, when applicable
- Disclose procedures for institutional disciplinary actions
- Provide educational programs and campaigns

HTU has a vested interest in campus security and the personal safety of its students, employees, and visitors. The proceeding pages contain specific information, including crime prevention, fire safety, law enforcement authority, crime reporting policies, disciplinary procedures and other information about campus crime statistics. Members of the campus community are encouraged to use this report as a guide for safe practices on and off campus. The report is available on the University's website at <https://hudsonayloruniversity.org/campus-security>.

III. CAMPUS SAFETY

This report contains emergency management information, campus crime statistics and critical campus safety information such as policies, crime prevention, crime reporting, and resources to aid you in becoming more safety minded. The best protections against campus crime include a strong security presence; an aware, informed, and alert campus community; and a commitment to reporting suspicious activities and using common sense when carrying out daily activities. HTU strives to be a safe place to learn, live, work, grow in your Christian faith and walk with Christ.

GENERAL SAFETY PROCEDURES

Drug- and Alcohol- Free Campus Policy

Alcohol and drug consumption causes changes in behavior, ranging from impaired judgment and coordination to inhibiting a person's ability to learn and use higher mental functions. Repeated use may lead to dependence, and long-term use can cause permanent damage to the brain, liver, and other vital organs. This is inconsistent with HTU's desire for all its constituents to be healthy and sound as possible, in mind and body. As mandated by federal regulations (Drug- Free School and Community Act Amendments of 1989), and in line with the terms of its Lifestyle Commitment Agreement, Hudson Taylor University maintains certain policies regarding a drug- and alcohol-free campus. These policies are outlined below.

General Policy on Possession of Controlled Substances

Unlawful manufacturing, distribution, dispensing, possession or use of controlled substances is prohibited by state law under the Georgia Controlled Substances Act. The unlawful possession, use, or distribution of controlled substances is prohibited on HTU property or as part of any University activity. Any HTU constituent who violates the above policy is therefore subject not only to disciplinary action under the HTU Code of Conduct, but to possible criminal prosecution. Employees or students found to be in violation of this drug- and alcohol-free environment policy will be subject to appropriate action, including but not limited to termination or dismissal. Any employee or student who becomes aware of a violation of this policy should report it immediately to the Director of Student Affairs, Director of Academic Affairs, or Administration Office so that the matter can be investigated. HTU will report any illegal activities to relevant local, state, or federal authorities, and will cooperate to the best of its ability with such authorities in investigations of violations of this policy.

Legally Prescribed Medications

The only exception to this policy is for medications that have been legally and properly prescribed by a physician. Those in possession of such medications and related paraphernalia (e.g., insulin

needles) must keep these items on or near their persons at all times, and should only use or take such medication when necessary and as privately as possible. Used medical paraphernalia must be removed from campus and disposed of properly. HTU waste receptacles are not for medical waste, and disposal of medical waste in these receptacles constitutes a biohazard. This policy does not apply to legal, over-the-counter, non-controlled medications, such as aspirin, acetaminophen, cold remedies, etc., although such medications should also be used privately and only when necessary.

Alcohol

Hudson Taylor University abides by all state and local laws regarding the possession, consumption, sale or distribution of alcoholic beverages. No alcoholic beverages of any kind are to be brought onto HTU campuses or properties without authorization. The legal drinking age in Georgia is 21. Any HTU student or employee under the age of 21 who purchases, attempts to purchase, or knowingly possesses an alcoholic beverage, on-campus or off-campus; or a student or employee over 21 who purchases, attempts to purchase, or otherwise furnishes alcoholic beverages for a person under the age of 21, is in violation of state law and of University policy, and subject to discipline under the HTU Code of Conduct and to possible criminal prosecution. Additionally, students at HTU commit to living an alcohol-free life, having signed the Lifestyle Commitment upon admission.

Tobacco

Tobacco use (including cigarettes, cigars, pipes, e-cigarettes or vaping devices, chewing tobacco, snuff, dip, snus, *gutka* and *paan*), is PROHIBITED on in all HTU buildings and on all HTU premises, except in designated outdoor areas. These areas contain fireproof ashcans for disposal of cigarette butts. Tobacco-related rubbish, such as cigarette butts, empty cigarette or tobacco packets, etc. must be disposed of properly so as to avoid litter and the risk of fire. Students or employees not properly disposing of used smoking or other tobacco materials are subject to disciplinary action. Additionally, students at HTU commit to living a tobacco-free life, having signed the Lifestyle Commitment upon admission.

Weapons

Weapons of any kind or facsimiles thereof are prohibited on Hudson Taylor University property. This includes but is not limited to firearms, explosives, fireworks, incendiary devices, pellet guns, and non-utility knives or other sharp blades. Those found to be in possession of such items on HTU property are subject to disciplinary action up to and including dismissal from the University and legal action where appropriate.

Communicable Disease Policy

Hudson Taylor University follows the health and safety guidelines set forth by the Georgia Department of Public Health and by the US Centers for Disease Control as they relate to communicable diseases. Communicable diseases prevalent in the US and Canada include influenza, infectious mononucleosis, hepatitis A and B, measles, meningitis, mumps, chickenpox, tuberculosis, acquired immune deficiency syndrome (AIDS; including ARC and HIV), other immunodeficiency-related viral infections such as Human T-cell lymphotropic virus types I and II (HTLV-I and II), and sexually transmitted diseases such as chlamydia, herpes, syphilis, and gonorrhea. These diseases pose primary risks to the infected person and secondary risks to those who come in contact with the infected person. In addition, due to the provisions of the Lifestyle Commitment Agreement signed by all students, students who contract a sexually-transmitted disease may be liable to disciplinary action, if they are found to have violated the terms of the Agreement.

Cases of communicable diseases at HTU will be handled with concern for the individual as well as for the University community. Any student, staff, or faculty member who is aware he or she has a communicable disease, either through diagnosis or because of obvious symptoms, should report this immediately to the Vice President and to the Director of Student Affairs. All information thus reported shall be strictly confidential. The individual's right to privacy shall be protected in all reported incidents. Only communicable diseases that are required by law to be reported to local health agencies shall be reported. Any disciplinary action taken against students who contract a sexually-transmitted disease will be kept strictly confidential.

In all cases of communicable disease, Hudson Taylor University reserves the right to impose restriction of campus activities on the infected individual, based on all available relevant information. Such decisions will generally be made by the Vice-President and the Director of Student Affairs.

Children on Campus

Hudson Taylor University cannot be responsible for children on campus. Therefore, for reasons of safety and insurance, children are not allowed on the HTU campus (apart from those accompanying short-term visitors). Students may not bring their children to the campus while classes are in session. All children brought by visitors must be under adult supervision at all times.

Animals on Campus

No pets or animals of any other kind are allowed on HTU property without prior authorization from HTU Administration. Service animals are permitted on the University campus with the prior authorization of HTU Administration. If you have a service animal, please contact the Main Office

for details on obtaining authorization.

Hazardous Chemicals and Machinery

Under no circumstances are students or unauthorized faculty and staff to handle or use any materials, such as cleaners, paints, etc. or any machinery such as vacuums, floor cleaners, etc. or any machinery or devices not directly related to their job or work. Specific permission is required for students to handle chemicals in the arts studio, and no student or staff member without such permission is to handle these. Similarly, the kiln in the arts studio is for use by art students and instructors ONLY, and no unauthorized persons are to enter the firing room.

Visitors to the Campus

Visitors are welcome to Hudson Taylor University. Visitors are responsible for any children that accompany them. All visitors (i.e., anyone who is not a student, faculty member, or staff member of HTU) must sign in at the front desk. Visitors who have not signed in may be asked to leave the premises. HTU is a private business, and therefore reserves the right to refuse entry to anyone for any reason.

CAMPUS EMERGENCY PLAN

The HTU Campus Emergency Plan is a comprehensive plan covering actions to be taken in most emergencies.

Crisis Procedures

Every effort is made to ensure a safe and hazard-free work and study place. Unforeseen circumstances may occur, however, and every contingency cannot be anticipated. HTU Campus Emergency Policy, outlined below, gives information as to what to do in the event of an emergency, crime, or natural disaster.

On request and insofar as it is able, HTU Administration will provide on-campus escorts to and from buildings and vehicles. Security cameras are emplaced in all public areas and classrooms, which record all activity 24/7, and are equipped with infrared capability for recording in the dark. HTU reserves the right to use these cameras in the investigation of any incident on campus, and will provide recordings to relevant authorities when necessary.

IN AN EMERGENCY, DISABLED PERSONS ARE TO BE GIVEN PRIORITY IN THE USE OF ELEVATORS.

The following procedures should be followed in the event of emergencies:

Fire

In all cases of fire, HTU Administration must be notified as soon as possible. Fire alarm pulls are throughout the building; pull the alarm and then call 911. During a fire alarm in any building, you are required to evacuate immediately.

- If you become trapped in the public area of a building during a fire, find a room, preferably with a window (keep window closed as much as possible), place an article of clothing (shirt, coat, etc.) outside the window as a marker for rescue crews. If there are no windows, stay near the floor where the air will be less toxic. Shout at regular intervals to alert emergency crews of your location.
- If you are in a room when a fire alarm sounds, feel the door. If it is hot, do not open it. Seal the cracks around the door with a wet towel or other cloth fabric; place an article of clothing or a sheet outside the window or try to use the telephone for help. If you can safely leave your room, do so and proceed to the nearest exit. Shout and pound on doors to alert others as you leave.
- Know the locations of fire extinguishers, fire exits, and alarm systems in your area. Know how to use them in case of an emergency.
- If a minor fire appears controllable, use one of the fire extinguishers located throughout the building. Pull the pin, aim, squeeze, and sweep the fire extinguisher toward the base of the flame.
- If an emergency exists, notify HTU Administration and activate the building alarm. Call 911 and report the fire.
- If a large fire or one that appears uncontrollable is present, evacuate all rooms, closing all doors to confine the fires and reduce oxygen. Do not lock doors or open windows.
- When the building evacuation alarm is sounded to signal that an emergency exists, follow the evacuation maps posted throughout the building. Walk quickly to the nearest marked exit and alert others to do the same.
- Assist the disabled in exiting the building. Do not use the elevators during a fire. Smoke is the greatest danger in a fire, so stay near the floor where the air will be less toxic.
- Once outside, move to a clear area at least 500 feet away from the affected building. Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.
- If requested, assist emergency crews as necessary. A campus emergency command post may be set up near the emergency site. Do not return to an evacuated building until instructed to do so by a University official.

Illness or Injury

In the event of a serious injury or illness:

- Immediately dial 911 for assistance. Give your name, the campus location of the victim,

and describe the nature and severity of the medical problem. Only trained personnel should provide advanced first aid treatment or CPR.

- Keep the victim still and as comfortable as possible.
- Ask the victim, “Are you ok?” and “What is wrong?”
- Check breathing and give CPR if necessary and ONLY if you are properly trained.
- Control serious bleeding by direct pressure on the wound.
- Continue to assist the victim until help arrives.
- Look for emergency medical ID, question witnesses, and give all information to the paramedics. In case of minor injuries, such as small cuts and scrapes, a first aid kit is located in the Office of Academic Affairs.

Gas Leak

In the event of a gas leak:

- Call 911 and notify HTU Administration.
- Evacuate the building if the safety of faculty, staff, and students is threatened.
- Open doors to promote cross-ventilation.
- Emergency services will establish a safe perimeter. Do not return to an evacuated building until instructed to do so by a University official.

Severe Weather

The Suwanee area is not prone to a high number of tornadoes. However, it is necessary to have an organized method by which to provide ample warning of the possibility of a tornado and to respond in the event a tornado has been spotted or the campus is struck. In the event Gwinnett County comes under a tornado warning (meaning a tornado has been spotted in the Suwanee area) and the tornado is heading toward the campus, the Vice President and/or the President will make a decision about how to proceed. The Director of Academic Affairs will be notified, and all classes will be immediately informed.

General Precautions

- Remain indoors.
- Go to the safest area in your building (see list below).
- Stay away from windows.
- Close and vacate all offices with outside windows.
- Windows need not be opened.
- If your building is hit, lay flat on the floor and cover your head with your arms and hands.
- After the tornado hits, do not leave your building until word is given by proper authorities, unless your life is threatened by remaining in the damaged building.

Safest Areas

- Stairwells
- Hallways on the first floor

If a tornado watch (meaning that weather conditions are right for a tornado, but no tornado has yet been spotted) is issued for the Suwanee area, the Vice President and/or the President will determine if further action should be taken.

In the event of severe weather:

- Shut down all computers and electrical equipment that might be damaged by a lightning strike.
- The decision to evacuate a building will be announced by HTU Administration. Evacuate the building if the safety of persons inside is threatened.
- Meet at a predetermined location away from the building.
- Check all areas to ensure that everyone is evacuated.

Ice and Snow

Occasionally during the winter months, inclement weather such as snow and/or ice make road and highway conditions hazardous. If weather conditions become hazardous during normal business hours, a decision to close the campus early will be shared via e-mail announcement, telephone calls to each department, and posting on the University website. If weather conditions deteriorate overnight, then the administration will make a decision either to close the campus for the day or open later in the day. Announcements will be made via the University website, the main campus telephone number, and broadcast over major television and radio stations.

If ice/snow conditions arise while classes are in session, remember to be extremely careful when exiting the building. Do not drive if there is ice or snow on the road.

Chemical Spill or Radiation Release

Hudson Taylor University is located near Interstate 85, a major traffic route into and out of Suwanee. Dangerous substances are transported daily on this highway, and are susceptible to accidental release in the aftermath of collisions or fire. An example of this would be a release of anhydrous ammonia from tanks or chlorine being transported along the interstate. These toxic substances can be carried in cloud form and, depending upon variable winds, could threaten the HTU campus.

In the event of a chemical spill or radiation release:

- Immediately call 911 and give the location, material(s) involved, and the extent of any injuries, if known.
- Report the incident to HTU Administration.
- Activate the building alarm.
- Evacuate the affected building or area and leave clear access for arriving emergency personnel.
- Always move uphill, upstream, or upwind to avoid contamination.
- Assist the disabled in exiting the building. Remember that elevators are reserved for the disabled person's use. Do not use elevators in case of fire.
- If requested, assist emergency crews as necessary.
- Do not return to an evacuated building until instructed to do so.
- In case of a spill of potentially hazardous chemicals in or near campus buildings, notify HTU administration immediately. Do not touch or approach any potentially hazardous substance.

Bomb Threat

In the event of a bomb threat:

- **DO NOT HANDLE ANY SUSPICIOUS OBJECT OR PACKAGE!**
- Do not open drawers or cabinets, turn lights on or off, or utilize 2-way radios or cell phones until safely out of the building.
- Clear the area, assisting disabled person(s) in exiting the building. Immediately call 911, and contact HTU Administration. Once outside, move to a clear area at least 500 feet away from the affected building.
- Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.
- Do not return to an evacuated building until permitted to do so by HTU Administration or other proper authority.

If a bomb threat is received by phone, the recipient should ask:

- When is the bomb going to explode?
- Where is the bomb located?
- What kind of bomb is it?
- What does it look like?

If possible, keep talking to the caller and take note of the following for the authorities:

- Time of call.
- Gender and likely age of the caller.

- Speech patterns, accent, possible nationality, etc.
- Emotional state of the caller.

Violent or Criminal Behavior

In the event of violent or criminal acts, immediately dial 911 and report the following to the dispatch operator:

- Nature of the incident
- Location of the incident
- Description of person(s) involved
- Description of property involved
- Weapons involved, if any
- Welfare of the victim

HTU students and employees who witness a crime are expected to assist authorities insofar as they are able. Should gunfire or discharged explosives threaten the campus, move to a place of safety immediately using all available cover and concealment. After the disturbance, seek emergency first aid, if necessary. If an emergency text of a shooting is received, turn out all lights and lock the door. Please immediately report suspicious situations or persons to HTU Administration.

Active shooter situations

In the extremely unlikely event of an active shooter on the HTU campus, take all precautions to ensure your safety and that of others. Try to remain calm. If possible, move to a room that can be locked and lock yourself and others in. If the room has windows, keep on the floor so as not to be seen from outside. Call 911 as soon as possible and report the situation.

DO NOT LEAVE A SAFE SPACE UNTIL YOU ARE INSTRUCTED TO DO SO BY THE POLICE OR A CAMPUS ADMINISTRATOR.

If a shooter enters your classroom or office, try to remain calm. If it is possible to dial 911, do so, and leave the line open so the dispatcher can hear what is being said in the room. It may be possible to negotiate with the shooter, but direct confrontation should be avoided, and attempts to overpower the shooter should be made only as a last resort. If the shooter gives instructions, try to do exactly as they say. If the shooter leaves, move as quickly as possible to a safe area. Do not touch anything the shooter has handled or that was in the shooter's vicinity.

If you decide to flee, make certain you have an escape plan and route in mind. **DO NOT TAKE ANYTHING WITH YOU, AND KEEP YOUR HANDS IN VIEW AT ALL TIMES.** If you encounter a police

officer, immediately follow their instructions, without question or hesitation. Do not attempt to move injured persons, but notify authorities as to their location as soon as possible.

Understand that police officers are trained to react as quickly as possible to such situations. They may be dressed in protective gear and may be armed with automatic or other heavy weaponry. Regardless of how the police officers appear, remember that they are there to stop the shooter and ensure your safety. Do not be afraid of them, but follow their instructions instantly and to the letter. Keep your hands visible at all times. The police may handcuff or otherwise detain you – remember that they may not know who the shooter is, and must take every possible precaution. Do not argue with or question the police in such a situation. DO EXACTLY AS THEY SAY.

Bear in mind that the entire campus will be designated as a crime scene, and you will likely not be allowed to leave the area. Do not attempt to do so until given the go-ahead by the police. The police will establish a safe zone, and will generally order you to stay within it. Again, DO EXACTLY AS THE POLICE SAY, without argument or hesitation.

Hostage Situations

Hostage situations are extremely rare, but nonetheless, preparation is wise. If you are taken hostage:

- Be patient! Time is on your side. Avoid drastic action. The initial 45 minutes are the most dangerous.
- Follow instructions.
- Do not speak unless spoken to and then only when necessary (e.g., medications, first aid, or restroom use).
- Do not speak confrontationally to the captor, who may be in an agitated state. Maintain eye contact with the captor at all times, if possible, but do not stare.
- Be observant. You may be released or have the opportunity to escape. The personal safety of others may depend on your memory
- Be prepared to answer questions from the police on the phone.

Evacuation Routes

Evacuation routes are posted around the campus buildings in various places. Each room has an evacuation map posted on the wall.

Fire Extinguishers

Fire extinguishers are located throughout the building. They are regularly inspected and maintained. Do not operate or handle a fire extinguisher except in an emergency.

Campus Closings

Campus closings will be reported via email, SMS, the HTU website, and on local radio, TV and internet. If there is any doubt regarding a school closing, DO NOT COME TO SCHOOL until you have checked and verified that HTU is open and operating.

REPORTING EMERGENCIES

Emergency Preparedness

Hudson Taylor University is a small community and does not have its own Campus Security. Instead, all emergency responses are managed by Student Services and the Office of the President. The onus is on the student body, as well, to monitor and report any emergencies or suspicious behavior. In the event of an emergency, notification between Student Services, the Office of the President, and the campus community will be made through the University Communication System. To Ensure Emergency plans are appropriate; HTU conducts emergency response exercises annually. These tests are designed to assess and evaluate the emergency plans and capabilities of the institution.

How to Report an Emergency

The campus community is encouraged to contact the school to report any situation on campus that could constitute a significant emergency or dangerous situation involving an immediate or on-going threat to the campus. If it is an immediate threat, the individual should dial 911 and as soon as possible to help contain the situation and expedite an emergency notification to alert the rest of the campus community of the threat.

Response Procedures for an Emergency or Dangerous Situation

Hudson Taylor University gathers and assesses information related to events that may pose an immediate threat or hazard to the University. Should a serious threat or disaster to the campus community occur, the staff will coordinate with other first responders, which may include the Suwanee Police Department (SPD), Gwinnett County Fire Department (GCFD), and Gwinnett County Sheriff's Department. Depending on the nature and magnitude of the incident, other local, state, and federal agencies may be called upon for assistance.

Timely Warning

Student Services will issue a campus-wide "timely warning" in the occurrence of a crime that is serious in nature or poses a continuing threat to the campus community. The university email system will be the primary mode of communication for timely warnings. Student Services may also use its social networking websites, text messaging and/or flyers to further disseminate

information depending upon the circumstances. Anyone with information warranting a timely warning should report the circumstances to the school: (770) 831-8882. Information for Alerts/Timely Warnings may also come from other law enforcement agencies or officers. Alerts/Timely Warnings will be issued to the campus community as soon as pertinent information about the crime is available. Information included in Campus Crime Alerts/Warnings will include, at minimum:

- A description of the incident and type of crime, including location, date and time of occurrence
- A physical description of the suspect, including gender and race
- Composite drawing of the suspect, if available
- Apparent connection to previous incidents, if applicable
- Race of the victim, but only if there was an apparent bias motive
- Sex of the victim, if relevant
- Injury sustained by the victim
- Date and time the campus alert was released
- A notice to the campus community to exercise caution

Decisions concerning whether to use a notification will be made on a case-by-case basis using the following criteria:

- Nature of the situation
- Continuing danger to the campus community
- Possible risk of compromising law enforcement efforts

Student Services and the Office of the President will evaluate each report and make necessary notifications as appropriate, ensuring not to compromise any efforts to assist a victim or to contain, respond to, or otherwise mitigate an emergency. If appropriate or necessary, HTU will send a campus-wide notification to all faculty, staff, and students through the LMS system. The notification will include HTU's response to the emergency, instructions to follow during the emergency, and when it is safe to return to the campus. Release of any subsequent information will depend upon the situation and upon any direction provided by first responders.

Procedures for Evacuation in Emergency or Dangerous Situations

In the event of an emergency or dangerous situation, Student Services and the Office of the President will help direct students, faculty, and guests to evacuate the building or the entire campus, if necessary. The campus community will be asked to follow building and campus evacuation protocols and to obey directions from the faculty and staff and from on-scene

emergency responders. Certain events, like a community-wide hazardous material release, may require the HTU community and the general public to shelter-in-place or relocate to a temporary location to prevent exposure to harmful elements.

Emergency and Evacuation Drills and Exercises

HTU will test emergency response and evacuation procedures annually. HTU has posted a Fire Escape Map in every room of its campus.

IV. REPORTING A CRIME

HTU will, upon written request, disclose to the alleged victim of a crime of violence or nonforcible sex offense, the report of the results of any disciplinary proceedings conducted by the University against a student who is the alleged perpetrator of such crimes or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for the purposes of this paragraph.

REPORTING A COMPLAINT

Confidential Reporting Options:

You can seek advice from certain resources that are not required to tell anyone else your private, personally identifiable information unless there is cause for fear for your safety, or the safety of others. These are individuals who the University has not specifically designated for purposes of putting the institution on notice and for whom mandatory reporting is required, other than in the stated limited circumstances. If you are unsure of someone's duties and ability to maintain your privacy, ask them before you talk to them. They will be able to tell you, and help you make decisions about who can help you best. If personally identifiable information is shared, it will only be used as necessary with as few people as possible, and all efforts will be made to protect individual privacy. If one desires that details of the incident be kept confidential, he or she may speak with the on-campus chaplain. The chaplain available to help free of charge, and may be seen on an emergency basis. In addition, you may speak on and off-campus with members of the clergy and chaplains, who will also keep reports made to them confidential.

Office of Student Services / Chaplain

Dr. Suk Min Jang

sjang@hudsonayloruniversity.org

(770) 831-8882

Non-Confidential Reporting Options:

You are encouraged to speak to officials of the institution to make formal reports of incidents (deans, vice presidents, or other administrators with supervisory responsibilities, human resources, faculty members, advisors to student organizations, general affairs staff, admissions officer, student activities personnel, and others). The University considers these people to be "responsible employees." Notice to them is official notice to the institution. You have the right and can expect to have incidents of sexual misconduct be taken seriously by the institution when formally reported, and to have those incidents investigated and properly resolved through administrative procedures. Formal reporting means that only people who need to know will be

told and information will be shared only as necessary with investigators, witnesses, and the accused individual.

REPORTING PROCEDURE

Any individual who believes he or she has been subjected to discrimination or harassment, or who has witnessed or has knowledge of such discrimination or harassment, may report to any University employee including administrators, faculty, staff or notify one of the following offices as soon as possible after the incident.

Office of Student Services / Chaplain

Dr. Suk Min Jang
sjang@hudsonayloruniversity.org
(770) 831-8882

Office of President

Dr. David J. Brewer
david.b@hudsonayloruniversity.org
(770) 831-8882

Vice President

Dr. Byong Kie Choi
bkchoi@hudsonayloruniversity.org
(770) 831-8882

ADJUDICATION OF VIOLATIONS

Although the University asks that you submit a written complaint, any suspected incident of sexual assault or violence will be investigated and addressed promptly, whether reported in writing or otherwise. Any University employee including administrators, faculty, and staff who observes any incident of sexual assault or violence involving a student or receives a complaint or other notice of such harassment, shall, promptly, report this information to the Office of Student Services, whether or not the targeted student files a complaint. Complaints must be filed within 180 days of the date of the alleged discriminatory events.

You will be asked to provide details of the incident or incidents, names of individuals involved and names of any witnesses. The staff member in charge of the investigation will document all reports of incidents of sexual assault or violence. The University will immediately undertake an effective, thorough and objective investigation of the sexual assault or violence allegations. The complainant will be provided the opportunity to present relevant evidence including witness

testimony. The University will interview individuals who have knowledge relevant to the complaint, including, but not limited to, the complainant (petitioner), the person who was the subject of the discrimination if different, the person accused of discrimination, anyone who witnessed the reported discrimination, and anyone identified as having relevant information. The University will review any records, notes, memoranda, correspondence or statements related to the discrimination. The University may take other appropriate investigative steps, such as visiting the location where the discrimination is alleged to have taken place.

The University shall determine whether interim measures are necessary during, (and pending) the results of the investigation, such as placing students in separate classes or transferring a student to a class taught by a different teacher. Any such actions, whether interim or permanent, shall avoid or minimize to the extent possible any burden on the student who complained.

The University will investigate reports of sexual assault or violence promptly and will complete its process and report the outcome within 60 days of receiving complaint notice. Depending on the specific nature of the problem, remedies for the complainant might include, but are not limited to:

- providing an escort to ensure that the complainant can move safely between classes and activities
- ensuring that the complainant and alleged perpetrator do not attend the same classes
- moving the complainant or alleged perpetrator to a different residence hall (if applicable)
- providing counseling services providing medical services
- providing academic support services, such as tutoring

Procedure used by the University in addressing stalking, dating violence, and domestic violence:

- assess immediate safety need of the complainant
- assist complainant with contacting local police if complainant request
- provide written instructions on how to apply for Protective Orders
- provide written information to complainant on how to preserve evidence
- assess need to implement interim or long-term protective measures to protect the complainant, if appropriate
- provide a “No Entry” directive to the accused party if deemed appropriate

In the case of student involvement adjudication will use the preponderance of the evidence standard. At the conclusion of the investigation the University will inform the complainant of the outcome of the investigation, whether or not the accused will be administratively charged and

what the outcome of the hearing is. The accused will also receive a verbal and written report of the investigation. For all crimes of sexual assault, date violence, domestic violence or stalking, the University will, upon written request, disclose to the alleged victim of a crime of violence or non-forcible sex offense, the report of the results of any disciplinary proceedings conducted by the University against a student who is the alleged perpetrator of such crimes or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for the purpose of this paragraph.

V. CRIME PREVENTION

Hudson Taylor University strives to cultivate a safe and healthy learning environment that represents diversity and inclusion of all members of the school community. The numbers for most of the specific crime categories are part of the overall statistics reported for each year. If a crime occurs where there is an incident involving intimidation, vandalism, larceny, simple assault or other bodily injury, the law requires that the statistic be reported as a crime even though there is no requirement to report the crime classification in any other area of compliance documentation. If the facts of the incident indicate that the offender was motivated to commit the offense because of his/her bias against the victim's race, sexual orientation, gender, religion, ethnicity, or disability the assault is then classified as a hate crime.

Hudson Taylor University offers information designed to inform students, faculty and employees about campus safety procedures and practices. Students, faculty, employees and visitors are encouraged to be vigilant and responsible for their own safety and for the safety of others on campus. Crime prevention programs include safety education briefing, distribution of materials and discussion. During Orientation, faculty and staff review safety and code-of-conduct policies with all new students and employees.

PROGRAMS AND SERVICES FOR CRIME PREVENTION AND SAFETY AWARENESS

Annual Employee Orientation

All current and new part-time and full-time employees attend an orientation meeting hosted by Officer of Human Resources. Training includes topics of campus safety, workplace injury, University policies and practices, emergency procedures and the responsibilities of Title IX reporting.

New Student Orientation

Incoming students are required to attend Orientation meeting addressing topics including crime prevention, personal safety, evacuation procedures, earthquake response, how to report a crime, how to report a sexual assault, shooter in campus, and shelter-in-place procedures. We suggest those followings for your safety:

- Avoid walking alone at night travel with friends.
- Be aware of your surroundings. Instead of texting or looking down at the ground, watch for cars and people around you.
- Carry your keys and HTU identification card and access card or your cellphone to access the building at all times and do not lend them to anyone.

- Lock car door and close window before leaving your car.
- Do not leave valuables in your car, especially where they can be noticed.
- Inventory your personal property and have it appropriately covered with your insurance.

REPORTING A COMPLAINT

Confidential Reporting Options:

You can seek advice from certain resources who are not required to tell anyone else your private, personally identifiable information unless there is cause for fear for your safety, or the safety of others. These are individuals who the University has not specifically designated for purposes of putting the institution on notice and for whom mandatory reporting is required, other than in the stated limited circumstances. If you are unsure of someone's duties and ability to maintain your privacy, ask them before you talk to them. They will be able to tell you, and help you make decisions about, who can help you best. If personally identifiable information is shared, it will only be used as necessary with as few people as possible, and all efforts will be made to protect individual privacy.

VI. SEXUAL HARRASSMENT & VIOLENCE

HTU will not tolerate domestic violence, dating violence, sexual assault, stalking, or other forms of sexual misconduct. Offenders may be subject to appropriate campus adjudication processes, disciplinary action, and/or criminal proceedings.

The purpose of Hudson Taylor University's anti-harassment policy is to comply with all applicable legal requirements prohibiting harassment against any member of Hudson Taylor University. As a Christian community, Hudson Taylor University has committed itself unequivocally to ensure a working and learning environment in which the dignity of every individual is respected. Therefore, it is the purpose of this policy to maintain a work, academic, and campus environment free of unlawful harassment, which includes sexual assault, violence, or misconduct. Members of the University community, guests and visitors have the right to be free from sexual violence. All members of the campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others. Hudson Taylor University has a zero-tolerance policy for sexual misconduct. When an allegation of misconduct is brought to the administration's attention, and a respondent is found to have violated this policy, serious sanctions will be used to reasonably ensure that such actions are never repeated. This policy has been developed to reaffirm these principles and to provide recourse for those individuals whose rights have been violated. This policy is intended to define community expectations and to establish a mechanism for determining when those expectations have been violated. Hudson Taylor University remains in compliance with the state and federal standards and definitions of sexual misconduct including crimes of rape, sexual assault, sexual harassment, stalking, dating violence, and domestic violence. Victims of these behaviors are protected by federal laws, specifically Title IX and the Clery Act, which mandates the contents of the report.

DEFINITIONS RELATED TO SEXUAL MISCONDUCT

Sexual Misconduct offenses include, but are not limited to:

1. **Sexual Harassment:** unwelcome, verbal or physical conduct that is, sufficiently severe, persistent or pervasive that it, unreasonably interferes with, denies or limits someone's ability to participate in or benefit from the University's educational program and/or activities, and is based on power differentials (*quid pro quo*), the creation of a hostile environment, or retaliation. Examples include: an attempt to coerce an unwilling person into a sexual relationship; to repeatedly subject a person to egregious, unwelcome sexual attention; to punish a refusal to comply with a sexual based request; to condition a

benefit on submitting to sexual advances; sexual violence; intimate partner violence, stalking; bullying.

2. **Non-Consensual Sexual Contact:** any intentional sexual touching, however slight, with any object, by a man or a woman upon a man or a woman that is without consent and/or by force. Sexual Contact includes Intentional contact with the breasts, buttock, groin, or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts; any intentional bodily contact in a sexual manner, though not involving contact with/of/by breasts, buttocks, groin, genitals, mouth or other orifice.
3. **Non-Consensual Sexual Intercourse:** any sexual intercourse, however slight, with any object, by a man or woman upon a man or a woman that is without consent and/or by force. Intercourse includes vaginal penetration by a penis, object, tongue or finger, anal penetration by a penis, object, tongue, or finger, and oral copulation (mouth to genital contact or genital to mouth contact), no matter how slight the penetration or contact.
4. **Sexual Exploitation:** when a student takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of other sexual misconduct offenses. Exploitation includes: Invasion of sexual privacy, prostituting another student, non-consensual video or audio-taping of sexual activity, going beyond the boundaries of consent (such as letting your friends hide in the closet to watch you having consensual sex), non-consensual sharing of explicit pictures of a former girl/boyfriend, engaging in voyeurism, knowingly transmitting a STI or HIV to another student, exposing one's genitals in non-consensual circumstances; inducing another to expose their genitals, sexually-based stalking and/or bullying.

ADDITIONAL APPLICABLE DEFINITIONS

1. **Gender-based violence:** Gender-based violence is violence that is directed against a person on the basis of gender. It constitutes a breach of the fundamental right to life, liberty, security, dignity, and equality between women and men. \
2. **Consent:** Consent is clear, knowing and voluntary. Consent is active, not passive. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable clear permission regarding willingness to engage in (and the conditions of) sexual activity.

Consent to any one form of sexual activity cannot automatically imply consent to any other forms of sexual activity. Previous relationships or prior consent cannot imply consent to future sexual acts.

3. **Force:** Force is the use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes threats, intimidation (implied threats) and coercion that overcome resistance or produce consent. Coercion is unreasonable pressure for sexual activity. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to get consent from another. When someone makes clear to you that they do not want sex that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.

NOTE: There is no requirement that a party resist the sexual advance or request, but resistance is a clear demonstration of non-consent. The presence of force is not demonstrated by the absence of resistance. Sexual activity that is forced is by definition non-consensual, but non-consensual sexual activity is not by definition forced. In order to give effective consent, one must be of legal age. Sexual activity with someone who one should know to be -- or based on the circumstances should reasonably have known to be -- mentally or physically incapacitated (by alcohol or other drug use, unconsciousness or blackout), constitutes a violation of this policy. Incapacitation is a state where someone cannot make rational, reasonable decisions because they lack the capacity to give knowing consent (e.g., to understand the "who, what, when, where, why or how" of their sexual interaction). This policy also covers a person whose incapacity results from mental disability, sleep, involuntary physical restraint, or from the taking of rape drugs. Possession, use and/or distribution of any of these substances, including Rohypnol, Ketamine, GHB, Brundage, etc. is prohibited, and administering one of these drugs to another student is a violation of this policy. More information on these drugs can be found at <http://www.911rape.org/> Use of alcohol or other drugs will never function as a defense to a violation of this policy.

HOSTILE ENVIRONMENT

When such conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from an educational program or activity. Hudson Taylor University considers a variety of related factors to determine if a hostile environment has been created; and also considers the conduct in question from both a subjective and an objective perspective.

SANCTION STATEMENT

Any student found responsible for violating the policy on Non-Consensual or Forced Sexual Contact (where no intercourse has occurred) will likely receive a sanction ranging from suspension to expulsion, depending on the severity of the incident, and taking into account any previous campus conducts code violations. Any student found responsible for violating the policy on Non-Consensual or Forced Sexual Intercourse will likely face a recommended sanction of expulsion. Any student found responsible for violating the policy on Sexual Exploitation or Sexual Harassment will likely receive a recommended sanction ranging from warning to expulsion, depending on the severity of the incident, and taking into account any previous campus conducts code violations. Lying to investigators (and/or failing to participate in an investigation) can result in additional consequences.

Other misconduct offenses (will fall under Title IX when gender based)

1. Threatening or causing physical harm, extreme verbal abuse, or other conduct which threatens or endangers the health or safety of any person;
2. Discrimination, defined as actions that deprive other members of the community of educational or employment access, benefits or opportunities on the basis of gender;
3. Intimidation, defined as implied threats or acts that cause an unreasonable fear of harm in another;
4. Hazing, defined as acts likely to cause physical or psychological harm or social ostracism to any person within the University community, when related to the admission, initiation, pledging, joining, or any other group-affiliation activity.
5. Bullying, defined as repeated and/or severe aggressive behavior likely to intimidate or intentionally hurt, control or diminish another person, physically or mentally.
6. Violence between those in an intimate relationship to each other;
7. Stalking, defined as repetitive and/or menacing pursuit, following, harassment and/or interference with the peace and/or safety of a member of the community; or the safety of any of the immediate family of members of the community, this includes cyber stalking.

PREVENTION AND EDUCATION PROGRAMS

Hudson Taylor University offers prevention and education programs in an effort to prevent various offenses within the University community. Programming consists of primary prevention and awareness programs for all incoming students and new employees and ongoing awareness and prevention campaigns for students and employees that:

- Provides an overview of the Annual Security and Safety report in compliance with the Clery Act.

- Provides information on risk reduction so that students and employees may recognize warning signs of abusive behavior and how to avoid potential attacks.
- Provides safe and positive options for bystander's intervention.
- Defines what behavior and action constitutes domestic violence, dating violence, sexual assault and stalking.
- Identifies domestic violence, dating violence, sexual assault and stalking as prohibited conduct.

BE AN ACTIVE BYSTANDER

Every campus has a population of bystanders who support sexual violence. They may not mean to do so, yet by not intervening when they see something happening, not reporting actions or dismissing certain behaviors, they are essentially sending a message to perpetrators that their actions are okay. If you think someone is at risk for sexual assault, consider it an emergency and get involved. Don't wait for someone else to act. In order to be a proactive bystander who helps prevent cases of sexual harassment or sexual violence, you can...

Proactive Bystander Strategies:

- Work to create an environment where sexual violence is unacceptable
- Treat people with respect
- Speak up when you hear people making statements that blame victims
- Talk openly with friends about the issues and how to confront them
- Encourage friends to trust their instincts in order to stay safe
- Be a knowledgeable resource for survivors
- Don't laugh at sexist jokes or comments
- Look out for friends at parties and bars
- Educate yourself and your friends
- Use campus resources
- Attend an awareness event
- Empower survivors to tell their stories

In order to be a reactive bystander who positively intervenes in instances of sexual harassment or sexual violence, you can use Reactive bystander Strategies:

- Get campus police or other authorities involved
- Create a distraction
- Get help
- Ask someone in a potentially dangerous situation if he/she is okay and/or wants to leave
- Make sure he/she gets home safely

- Intervene if you hear someone “targeting” another person
- Separate someone too intoxicated to consent from a potential perpetrator

Risk Reduction

With no intent to blame a victim and recognizing that only abusers are responsible for assault and violence the following are some strategies to reduce one’s risk of sexual assault or harassment (taken from the Rape, Abuse, & Incest National Network, www.rainn.org)

1. Be aware of your surroundings. Knowing where you are and who is around you may help you to find a way to get out of a bad situation.
2. Try to avoid isolated areas. It is more difficult to get help if no one is around.
3. Walk with purpose. Even if you don’t know where you are going, act like you do.
4. Trust your instincts. If a situation or location feels unsafe or uncomfortable, it probably isn’t the best place to be.
5. Try not to load yourself down with packages or bags as this can make you appear more vulnerable.
6. Make sure your cell phone is with you and charged and that you have cab money.
7. Don't allow yourself to be isolated with someone you don't trust or you don't know.
8. Avoid putting music headphones in both ears so that you can be more aware of your surroundings, especially if you are walking alone.
9. When you go to a social gathering, go with a group of friends. Arrive together, check in with each other throughout the evening, and leave together. Knowing where you are and who is around you may help you to find a way out of a bad situation.
10. Trust your instincts. If you feel unsafe in any situation, go with your gut. If you see something suspicious, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the US).
11. Don't leave your drink unattended while talking, dancing, using the restroom, or making a phone call. If you’ve left your drink alone, just get a new one.
12. Don't accept drinks from people you don't know or trust. If you choose to accept a drink, go with the person to the bar to order it, watch it being poured, and carry it yourself. At parties, don't drink from the punch bowls or other large, common open containers.
13. Watch out for your friends, and vice versa. If a friend seems out of it, is way too intoxicated for the amount of alcohol they’ve had, or is acting out of character, get him or her to a safe place immediately.
14. If you suspect you or a friend has been drugged, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.). Be explicit with doctors so they can give you the correct tests (you will need a urine test and possibly others). If you need to get out of an uncomfortable or scary situation here are some things that you can try:

- Remember that being in this situation is not your fault. You did not do anything wrong; it is the person who is making you uncomfortable that is to blame.
- Be true to yourself. Don't feel obligated to do anything you don't want to do. "I don't want to" is always a good enough reason. Do what feels right to you and what you are comfortable with.
- Have a code word with your friends or family so that if you don't feel comfortable you can call them and communicate your discomfort without the person you are with knowing. Your friends or family can then come to get you or make up an excuse for you to leave.
- Make up a reason. If you don't want to hurt the person's feelings it is better to make up a reason to leave than to stay and be uncomfortable, scared, or worse. Some excuses you could use are needing to take care of a friend or family member, not feeling well, having somewhere else that you need to be, etc.

15. Try to think of an escape route. How would you try to get out of the room? Where are the doors? Windows? Are there people around who might be able to help you? Is there an emergency phone nearby?

If you and/or the other person have been drinking, you can say that you would rather wait until you both have your full judgment before doing anything you may regret later.

VII. REPORTING SEX-RELATED CRIMES

GENERAL SUGGESTIONS

A guiding principle in the reporting of domestic violence, dating violence, sexual assault, and stalking is to avoid possible re-victimizing of the complainant by forcing the individual into any plan of action. It is recommended that a person who has experience domestic violence, dating violence, sexual assault, or stalking consider each of the following:

1. Getting to a safe place.
2. Avoiding the destruction of evidence by bathing, douching, changing clothes, or cleaning up in any way. Preserve evidence in a paper bag for possible future action. Also, keep copies of emails, text messages, and voice messages.
3. Pursuing medical treatment. Post-assault medical care can be performed at a local emergency room. Many hospitals have a specialized examiner who can complete an exam for victims of sexual violence. Such an exam can help the victim receive an appropriate medical assessment and treatment, and can preserve evidence for possible future action.
4. Pursuing counseling services with appropriate agencies (e.g., pastoral care, professional counseling, or private providers). Calling someone that is known and trusted, such as a friend or counselor, and discussing the assault with this person can help to evaluate the trauma and to sort out the next steps to be taken.
5. Making a police report. You can initiate a campus and/or criminal complaint for the assault. You may obtain assistance from campus authorities in this notification.
6. Making a report to Student Services, or other responsible employee.
7. Making an anonymous report to HTU. An anonymous report notifies HTU that an act of sexual violence has occurred but gives no names or identification.

CONSIDER FILING A POLICE REPORT

A report to the Suwanee Police Department can empower the complainant by exercising her/his legal rights and can aid in the protection of others. HTU staff will encourage the complainant to file a police report and will assist the complainant in notifying the police if requested. The Suwanee Police Department will then advise the complainant of the legal process.

- HTU will report all crimes to Suwanee Police Department. The University works with the Law Enforcement agencies and provides them with any information that is pertinent to their investigation.
- Off-campus cases are usually investigated by the Suwanee Police Department or the Gwinnett County Sheriff's Department.

There may be consequences to waiting to file a police report. Early reports may improve the preparation of a viable prosecution. Filing a police report immediately following the incident does not force the complainant to file charges and prosecute the respondent. However, it does aid in

the preservation of valuable evidence if the complainant decides to pursue charges at a later date.

ALTERNATIVES TO IMMEDIATELY FILING A POLICE REPORT

- Report the crime at a later date.
- Make a complaint to the Student Services, or other responsible administrator. Such a complaint may be used for actions which include, but are not limited to, on-campus administrative proceedings.

Students may reference the Student Handbook. Faculty and staff may consult with Human Resources.

If the complainant does not choose to file a police report, she/he may still file an administrative complaint. The complainant will be referred to other agencies if appropriate, Employees may be encouraged to seek assistance through the Office of the President. Students may receive support from the Office of Student Services and/or various community resources.

ON-GOING CARE

Students may seek assistance at any time from the Office of Student Services. Referrals may be made upon request for relative, partners, and friends of either the complainant or respondent to various support agencies. Students may also seek assistance from local medical services. Post-assault medical care includes testing and treating for sexually transmitted diseases (STDs). Cost for testing may be paid directly by the student or billed through insurance. Employees may seek assistance at any time from any medical facility

ON-CAMPUS INVESTIGATION AND ADJUDICATION

HTU's response to domestic violence, dating violence, sexual assault, or stalking incidents may involve a number of individuals and agencies (e.g., Student Services, local medical and counseling services personnel). In addition, for cases involving campus community members, there is a timely, campus-based investigation which is private and protects individual rights and process. The complainant is presented with options about how she/he may pursue the complaint.

PROCEDURES FOR FILING A COMPLAINT BY STUDENTS

The Policies and Procedures Manual and the Student Handbook describe the procedures followed when a violation is reported to Student Services. These same documents also outline the process and protection of rights of both the Complainant (the student who brings the grievance or makes the complaint) and the Respondent (the student or individual about whom the grievance or complaint is brought). Both complainant and respondent have certain shared or

complementary rights in disciplinary hearings. The rights below apply as addenda to the protocols identified in the Policies and Procedures Manual and the Student Handbook.

1. The complainant and the respondent have the right to be assisted by an advisor, including an advisor they choose at their own expense.
2. The complainant and the respondent have the right to access and review any information that will be used in the hearing.
3. The complainant and the respondent will be advised of the date, time, and location of a hearing, when scheduled. Both may attend and participate.
4. Student Services may accommodate concerns for the personal safety, wellbeing and/or fears of confrontation of the complainant, respondent, and/or other witness' during the hearing, in whatever manner and as determined in the sole judgment of the Office of the President.
5. The Office of Student Services will render the decision to the respondent and the complaint simultaneously and in writing within five business days. The Policies and Procedures Manual and the Student Handbook provide for the disclosure to the complainant of the final results of any disciplinary proceeding regarding a complaint of domestic violence, dating violence sexual assault, or stalking.
6. Decisions may be appealed by both parties in accordance with the Policies and Procedures Manual and the Student Handbook, as applicable. All parties will be informed in writing of the outcome of any appeal. The standard of proof that exist for campus disciplinary proceedings is preponderance of evidence, (i.e., more likely than not the event(s) occurred). A student's privacy concerns are weighted against the needs of HTU to respond to certain incidents and crimes. To the greatest extent possible, all reports will remain private. However, information may be shared with appropriate departments and agencies under a need-to-know basis when it pertains to investigative needs and safety concerns of the campus community.

PROCEDURES FOR FILING A COMPLAINT BY FACULTY AND STAFF

If a faculty or staff member is involved as the complainant or respondent:

- All incidents are to be reported to the Office of the President.
- Based on the initial report of the incident, Student Services and the Office of the President will implement any temporary safety measures immediately.
- The Vice President and President will investigate the incident and write a final written report.
- Both the complainant and respondent will be notified in writing of the final results of the investigation and any resulting actions.

INTERIM ARRANGEMENTS AND POST-HEARING INTERVENTIONS

HTU actively provides all parties in domestic violence, dating violence, sexual assault, and stalking cases, assistance in locating proper help and services. HTU will coordinate with local law enforcement agencies to attend to the complainant's and/or respondents, physical and emotional well-being as well as the safety of the community. A campus chaplain is available for students needing professional counseling services.

ADMINISTRATIVE SERVICES TO ASSIST A STUDENT COMPLAINANT OR RESPONDENT

HTU and the Office of Student Services will assist students and departments to provide:

- Referral to a professional Christian counselor or referrals to outside provider(s);
- The complainant and respondent may be directed not to have contact, by any means, with each other;
- Provide escort services;
- The complainant and/or respondent may have parking re-assigned;
- The complainant and/or respondent may have on-campus residence changed (if applicable);
- The complainant and/or respondent may have his/her academic schedule altered and/or arrangements with instructors to assist in offsetting potential academic problems will be coordinated. This service is not applicable for a respondent who has been temporarily or immediately removed from campus and/or classes;
- Assistance in petitioning for a protection order. HTU honors orders of protection, no-contact orders, restraining orders, or similar orders issued by a criminal or civil court;
- Withdrawal from the University; An on-campus investigation and, if appropriate, initiate on-campus disciplinary procedures;
- Any individual who is alleged to have committed a violent act, including domestic violence, dating violence, sexual assault, or stalking upon a member of the campus community, may be banned from campus and campus activities;
- Other referrals as necessary.

ADMINISTRATIVE SERVICES TO ASSIST FACULTY OR STAFF COMPLAINANT OR RESPONDENT

HTU will assist faculty and staff and departments to provide;

- Escort services;
- The respondent may be directed not to have contact, by any means, with a complainant;
- The complainant and respondent may be directed not to have contact, by any means, with each other;
- Assistance in petitioning for a protection order. HTU honors orders of protection, no-contact orders, restraining orders, or similar orders issued by a criminal or civil court.

- An on-campus investigation and, if appropriate, initiate disciplinary/dismissal procedures;
- Any individual who is alleged to have committed a violent act, including domestic violence, dating violence, sexual assault, or stalking upon a member of the campus community, may be banned from campus and campus activities;
- Other referrals as necessary.

VIII. DISCIPLINARY SANCTIONS

DISCIPLINARY SANCTIONS FOR STUDENTS

Student Services and the Office of the President may impose one or more disciplinary sanctions as described below for violating the student code of conduct.

- **Written Reprimand** – Written reprimand refers to official censure of a student’s conduct in violation of a regulation of the HTU community. A written reprimand indicates no ongoing status change for a student.
- **Warning Probation** – Warning probation indicates that further violations of the student code of conduct will result in more severe disciplinary action. Warning probation shall be imposed for a period of not more than one year and the student shall be removed automatically from probation when the imposed period expires.
- **Conduct Probation** – Conduct probation indicates that further violations of the student code of conduct may result in suspension. Conduct probation may not be imposed for more than one calendar year.
- **Suspension** – Suspension is a temporary withdrawal of enrollment privileges and ban from campus property and activities (student) or recognition (student organization) for a specific period. Suspension notification will include conditions of the suspension and terms for reinstatement. In some cases, short term suspension may be imposed depending on the nature and severity of the offense.
- **Indefinite Suspension** – Indefinite suspension is a suspension which involves no definite time limit and may carry conditions which must be met before the student/student organization may request reinstatement.
- **Emergency Suspension** – The Vice President and/or President or designee may direct the temporary, immediate removal of a student in accordance with the student code of conduct.
- **Expulsion / No Contact Directive** – A directive to refrain from any intentional contact, direct or indirect, with one or more designated persons or group(s) through any means, including personal contact, email, telephone, or through third parties.
- **Criminal Trespass Order** – A no trespass order means that person named in the order cannot enter the named property or they will be subject to arrest.
- **Residence Hall Transfer** – Residence hall transfer; removal or ban from the residence hall for a specified period of time.
- **Suspension of or restriction(s)** – on driving on or parking in campus-controlled streets and parking lots.
- **Referral for Behavioral Assessment** – to or by a professional counseling service.
- **Mandated community service and/or participation in educational programs.**

- **Mandated participation in one or more campus activities**, lectures, workshops, and/or other activity.

DISCIPLINARY SANCTIONS FOR EMPLOYEES

The University will follow the disciplinary procedures in the Policies and Procedures Handbook and the Faculty Handbook.

Privacy and Respect of Information

Respecting one's right to privacy is important to HTU. Students can be assured that when they share information with medical, police, and/or University officials, such information will be handled professionally and within the framework of each agency's governing body privacy limitations (e.g., state law, licensing, FERPA, etc.).

HTU employees who have the authority to take action to address sexual violence; who have been given the duty of reporting incidents of sexual violence or any other misconduct by students to the appropriate school designee; or whom a student could reasonably believe has the authority or duty shall report all complaints of sexual violence to Student Services or the Office of the President.

A student's privacy concerns are weighted against the needs of HTU to respond to acts of harassment, including domestic violence, dating violence, sexual assault, and stalking. To the greatest extent possible, all reports will remain private. However, information may be shared with appropriate departments and agencies under a need-to-know basis when it pertains to investigative needs and safety concerns of the campus community. If a complainant request that his or her name not be revealed to the respondent or asks HTU not to investigate or seek administrative action against the respondent, HTU will be limited in its ability to respond fully to the incident. Title IX and the Campus SaVE Act include protections against retaliation. HTU officials will not only take steps to prevent retaliation but will also take strong responsive action if it occurs.

Professional counselors, mental health counselors, employees, or any other person with a professional license requiring confidentiality or who is supervised by such a person will not report incidents of sexual violence to the Title IX coordinator in any way that identifies a student without the student's consent. All information received is subject to inclusion, in statistical form, in annual HTU published reports.

SEX OFFENDER REGISTRATION

All registered sex offenders are required to self-report their status to HTU upon employment or enrollment. If designated as a registered sex offender after employment or enrollment, the self-reporting must occur within three working days of the designation. Failure to self-report may result in disciplinary action up to and including termination of employment or suspension. Some limitations and restrictions may apply to the employment and/or enrollment. In addition, HTU provides access to sex offender information through links posted on the university website. Convicted sex offenders must register with the local law enforcement agency in the jurisdiction where the offender resides. Out-of-state sex offenders are required to register with the local Georgia law enforcement agency if they work or attend school in Georgia. Each time the offender moves or changes jobs, the offender must notify the local law enforcement agency.

EMPLOYMENT AND ENROLLMENT OF SEX OFFENDERS

Registered sex offenders are not barred from employment or enrollment at HTU. Limitations and restrictions on employment and enrollment must be reasonable, job related (for employees), and directly related to areas of potential risk.

Employment

Registered sex offenders are prohibited from working in or being on the premises, without proper authority, of any area of HTU that is designated to provide service/care to minors. This prohibition includes, but is not limited to various facilities used by University sponsored, affiliated, or hosted camps, groups, activities, or programs. Other locations and/or events may be added at the discretion of the University administration. While HTU does not currently include residence halls, apartments, or family housing, all such places would be prohibited for registered sex offenders to work or live in. Supervisors of registered sex offenders should not assign the employee to an area from which they are prohibited if other employees are available to complete the assignment. If the assignment of the sex offender is essential, their immediate supervisor must escort them for the entire time that they are working in the prohibited location.

Enrollment

Again, while HTU does not currently include residence halls, apartments, or family housing, all such places would be prohibited for registered sex offenders. Other locations and/or events may be added at the discretion of HTU Administrators.

PUBLIC ACCESS TO SEX OFFENDER INFORMATION

Registered sex offenders classified as moderate risk or high risk and who are employed with or enrolled at HTU will be posted on the University's website upon confirmed notice from the registered jurisdiction. The Georgia Sex Offender website identifying all registered sex offenders in the state of Georgia is available via Internet pursuant to NDCC Section 12.1-32-15. The Georgia Office of Attorney General is responsible for maintaining this registry. Follow this link to access

the Georgia Sex Offender website: <https://gbi.georgia.gov/services/georgia-sex-offender-registry>. Unlawful use of the information for purposes of intimidating or harassing another may be a crime and punishable by law. The Adam Walsh Child Protection and Safety Act of 2006 (AWCPSA) is a federal law that provides for the tracking of convicted sex offenders. The AWCPSA requires state law enforcement agencies (in Georgia, it is the Georgia Bureau of Criminal Investigations) to provide HTU with a list of registered sex offenders who have indicated that they are either enrolled or employed with HTU. This information is provided in compliance with the AWCPA and the Georgia Offender registration Requirements established by NDCC, section 12.1-32-15.

IX. THREE-YEAR CRIME STATISTICS (2020–2022)

Categories	Year	On-Campus	Non-Campus Building or Property	Public Property
Criminal Homicide				
Murder and Non-negligent Manslaughter	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
Negligent Manslaughter	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
Rape	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
Fondling	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
Incest	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
Statutory Rape	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
Robbery	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
Aggravated Assault	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
Burglary	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
Motor Vehicle Theft	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
Arson	2020	0	0	0
	2021	0	0	0
	2022	0	0	0

Hate Crimes				
Ethnicity	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
Sexual Orientation	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
Gender	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
Religion	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
Race	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
Disability	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
Alcohol/Drugs/Weapons				
Liquor Law Violations	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
Drug Abuse Violations	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
Illegal Weapons Possession	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
VAWA Amendment Offenses				
Dating Violence	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
Domestic Violence	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
Stalking	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
	2020	0	0	0

X. FIRE SAFETY POLICY

The Campus Fire Safety Right-to-Know Act is an amendment to the Higher Education Opportunity Act. This amendment serves to increase campus fire safety awareness across the nation, providing students and their families with the fire safety records of colleges and universities. Signed into law on August 14, 2008, this amendment requires post-secondary institutions to publish fire safety information and statistics, much as is already done with other crime statistics, such as campus theft and assault.

Additionally, the National Student Loan Program requires all eligible Title IV institutions that maintain on-campus student housing facilities to publish an annual fire safety report that contains information about campus fire safety practices and standards of the institution. The statistics include the number, cause, related injuries and deaths, and property damages associated with each fire. In addition, each institution is required to report fire safety information to the US Department of Education.

Collectively, this information provides prospective and current students' information regarding the policies, concerns, and fire safety conditions that are present at Hudson Taylor University.

FIRE SAFETY

It is the policy of HTU to provide faculty, staff, students, and visitors with the safest possible environment, free from potential fire hazards. The primary goal of the HTU Fire Safety Program is to recognize hazardous conditions and to take appropriate action before such conditions result in a fire. Basic fire safety instruction is provided during Staff and Faculty meetings periodically at different times throughout the year and during Student Orientation every semester. Additional training is available upon request by any department.

Smoking

HTU is a tobacco-free campus. Smoking or the use of tobacco is not permitted on the campus of the University. Tobacco use includes the possession of any lighted tobacco products, or the use of any oral tobacco products.

Fire Drills

Fire drills are conducted once in the beginning and once at the end of each calendar year. The fire drills may be announced or unannounced. The announced fire drill allows the staff and faculty to prepare the students and other employees to evacuate the on-campus building in a non-emergency situation. All employees and students must leave the buildings when the fire drill is

announced and report to the assembly area for an all-clear signal. Failure to do so will result in disciplinary actions.

Fire Safety and Prevention

Every building on-campus is equipped with smoke alarms, carbon monoxide detectors, fire extinguishers, emergency exit signs, and evacuation signage. Emergency evacuation maps are also posted in every classroom, student lounge, and common area on campus. Additionally, the following applies to all faculty and staff:

- Know every regular and emergency exit from the building you are in. Know the location of fire extinguishers and how to operate them.
- Arrange room contents with fire safety in mind. Maintain clear and unobstructed access to your room door, from both the outside and the inside, at all times.
- Do not overload electrical outlets.
- Do not use broken, frayed, or cracked electrical cords.
- Do not suspend lamps or lights by their own cords.
- Do not allow excess clutter or flammable materials to accumulate.

Fire Evacuation Procedures

- All persons inside the building are required to leave the building immediately.
- University Staff may assist with the evacuation of the building as availability and safety permits.
- It is the responsibility of all staff, faculty, employees, students and contractors to familiarize themselves with proper fire and emergency evacuation procedures.
- Failure to respond to a fire alarm or to staff requests during an evacuation may result in University disciplinary action in addition to being liable for damages and subject to applicable criminal and civil penalties.
- When an alarm sounds, follow these guidelines:
 - Close room doors and windows.
 - Wear shoes and carry or wear a coat.
 - Leave via the nearest, safest exit, path, or route.
 - Don't panic – move quickly outside the building to at least 50 feet away from the structure and to the designated assembly point, and check in with University Staff.
- Do not use elevator. Use the closest stairwell.
- Do not re-enter the building until the alarm is silence and the “all clear” announcement is given by emergency personnel.
- If you are on the upper floor, are hearing impaired, have mobility issues, or are unable to escape from the room:

- Close the door and seal it off with a towel or blanket.
- Duct tape often works well to seal cracks.
- Dial 911 and pass on all information pertaining to the fire (i.e., location, floor, room, building, etc.) to the dispatcher. Don't hang up until directed to do so.
- Hang a bright colored sheet or towel from the window to alert emergency crews to your location.
- Open the upper window for fresh air if necessary. If smoke enters the room from the outside, CLOSE the window immediately.
- Wait for rescue. Don't panic, open the door, or prematurely jump from the window.

Campus Employees

It is important for employees to familiarize themselves with the procedures of fire reporting.

- **Safety of the People.** Evacuate people as readily as possible. Close doors to isolate the fire. A person with an ambulatory disability should move to the opposite end of the building near a stairway and away from the fire, and wait for firefighters to arrive. Exit strategies should be discussed with supervisors.
- **Send the Alarm.** Call the Fire Department, 911, and pass on all information pertaining to the fire (i.e., location, floor, room, building, etc.).
- **Notify Others in the Area.** Use any alarm provided for this purpose. Move out to a safe area to give firefighters a clear field.
- **Assist Police and Fire Department.** Relate to them what is burning (i.e., special chemicals, radiation hazards), if anyone is left in the building, or any other pertinent information.

FIRE SAFETY DEFINITIONS

Cause of fire is the factor or factors that give rise to a fire. The causal factor may be, but is not limited to, the result of an intentional or unintentional action, mechanical failure, or act of nature. Fire is any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.

Fire drill is a supervised practice of a mandatory evacuation of a building for a fire. Fire-related injury is any instance in which a person is injured as a result of a fire, including an injury sustained from a natural or accidental cause, while involved in fire control, attempting rescue, or escaping from the dangers of the fire. The term "person" may include students, employees, visitors, firefighters, or any other individuals.

Fire-related death is any instance in which a person is killed as a result of a fire, including death resulting from a natural or accidental cause while involved in fire control, attempting rescue, or

escaping from the dangers of a fire; or dies within one year of injuries sustained as a result of the fire.

Fire safety system is any mechanism or system related to the detection of a fire, the warning resulting from a fire, or the control of a fire. This may include sprinkler systems or other fire extinguishing systems, fire detection devices, stand-alone smoke alarms, devices that alert one to the presence of a fire, such as horn, bells, or strobe lights; smoke-control and reduction mechanisms; and fire doors and walls that reduce the spread of a fire. Value of property damage is the estimated value of the loss of the structure and contents, in terms of the cost of replacement in like kind and quality. This estimate should include contents damaged by fire, and related damages caused by smoke, water, and overhaul; however, it does not include indirect loss, such as business interruption.

POST-FIRE CONTACT INFORMATION

Contact the Suwanee Fire Department to report fires that have been successfully extinguished in on-campus housing by calling 911. Additional important safety numbers are listed below. The Fire Department will investigate and generate a report as appropriate.

PLANS FOR FUTURE IMPROVEMENTS IN FIRE SAFETY

HTU continually evaluates the fire protection system in residential facilities. Upgrades to the system occur through replacements or building renovations. Current planning and education include additional informational and interactive programs for students and employees to learn about fire safety.

IMPORTANT NUMBERS

Atlanta Emergency	911
Suwanee Police Department	770-945-8995
Suwanee Fire Department	678-518-4800
Hudson Taylor University (Main Number)	770-831-8882

XI. DEFINITIONS

DEFINITIONS: CRIME CATEGORIES

Aggravated Assault: An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. It is not necessary that injury result from an aggravated assault when a gun, knife or other weapon is used which could or probably would result in a serious potential injury if the crime were successfully completed.

Arson: Any willful or malicious burning or attempt to burn, with or without intent to defraud a dwelling house, public building, motor vehicle or aircraft, personal property, etc.

Burglary: The unlawful entry of a structure to commit a felony or a theft.

Coercion: The use of intimidation or threats to force (or prevent) someone to do something they have a legal right to do (or not to do). This may entail the exploitation of fear or anxiety through intimidation, compulsion, domination, or control with the intent to compel conduct or compliance.

Dating Violence: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition: Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence. For the purposes of complying with the requirements of this section and §668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

Disciplinary Referrals: Includes those individuals referred to Student Conduct for liquor law, drug law and illegal weapons violations. The numbers include incidents reported via Department of Campus Safety incident reports and reports provided directly to Student Conduct from other members of the University community.

Deviate Sexual Act: Refers to any form of sexual contact with an animal, bird, or dead person. The term also includes penetration, however slight, of the genitals or anus of another person

with a foreign object for any purpose other than good faith medical, hygienic or law enforcement procedures.

Domestic Violence: Includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Drug Abuse Violations: Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine), marijuana, synthetic narcotics (Demerol, methadone), and dangerous non-narcotic drugs (barbiturates, Benzedrine).

Fondling: The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

Rape: the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

Incest: Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law. Also: the act of intermarrying, cohabiting, or engaging in a sexual act with another person who is related within an inappropriate degree of consanguinity and knowing such other person to be within said degree of relationship. Incest is a felony in the state of Georgia.

Intimidation: To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

Liquor Law Violations: The violation of laws or ordinance prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places, bootlegging, operating a still, furnishing liquor to a minor or intemperate person or the using of a vehicle for illegal transportation of liquor. Drunkenness and driving under the influence are not

included in this definition.

Manslaughter by Negligence: The killing of another person through gross negligence.

Motor Vehicle Theft: The theft or attempted theft of a motor vehicle (classifying as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned- including joy riding).

Murder: The willful (non-negligent) killing of one human being by another.

Robbery: The taking or attempting to take anything of value from the care, custody or control of a person or persons by force or threat of force, violence and/or causing the victim fear.

Sexual Act: The contact between human beings consisting of contact between the penis and the vulva, the penis and anus, the mouth and penis, the mouth and vulva, or any other portion of the human body and the penis, anus, or vulva; or the use of an object which comes in contact with the victim's anus, vulva, or penis. For the purposes of this subsection, sexual contact between the penis and the vulva, the penis and the anus, any other portion of the human body and the anus or vulva, or an object and the anus, vulva, or penis of the victim, occurs upon penetration, however slight. Emission is not required.

Sexual Assault with an Object: The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

Sexual Contact: The intentional touching, either directly or indirectly through the clothing, of the genitalia, anus, groin, breast, inner thigh, or buttocks of any person.

Simple Assault: An unlawful physical attack by one person upon another where neither the offender displays the weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, sever laceration or loss of consciousness.

Stalking: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others or suffer substantial emotional distress. For the purposes of this definition, course of conduct means two or more

acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.

Statutory Rape: Non-forcible sexual intercourse with a person who is under the statutory age of consent.

Weapons Law Violations: The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors and all attempts to commit any of the aforementioned.

DEFINITIONS: GEOGRAPHICAL LOCATIONS

On-Campus: Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of or in a manner related to the institution's educational purposes.

Non-Campus Building or Property: Any building or property owned or controlled by a student organization that is officially recognized by the institution; or any building or property owned or controlled by an institution that is used in direct support of or in relation to the institution's educational purposes, is frequently used by students and is not within the same reasonably contiguous geographic area of the institution.

Public Property: All public property, including thoroughfares, streets, sidewalks and parking facilities, that is within the campus or immediately adjacent to and accessible from the campus.